



We are currently accepting applications for the full-time position of:

Manager of Operations Department of Public Works

Anticipated Hiring Range: \$86,136 - \$97,355

Maximum Position Salary Range: \$108,510

Additional Stipends: \$7,000

With excellent benefits

*Note this figure demonstrates the anticipated hiring range.
Candidate's education, experience and issue of internal equity will be considered.

**The REQUIRED Town of Lexington application must be received in the Town's
Human Resource Department
by Friday, May 6, 2016**

GENERAL PURPOSE

Provides operational guidance to the Public Works Department. Coordinates personnel, budgets, and equipment allocation and deployment.

SUPERVISION RECEIVED

Reports to the Director of Public Works.

SUPERVISION EXERCISED

Either directly or through subordinates, supervises 60 - 90 full-time-equivalent employees, including Superintendent of Public Grounds, Superintendent of Highway, Equipment and Drains, Superintendent of Water and Sewer, and Superintendent of Environmental Services.

Supervisory activities include providing performance feedback, conducting formal performance reviews, hiring new employees, scheduling work hours and granting time off, assigning and reviewing work, and disciplining employees. Assists with the management of capital projects, which requires supervision of outside architects, consultants and equipment manufacturers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Exercise general supervision and guidance over the department to include the management of staffing, equipment allocation and deployment, which include but are not limited to special events, projects and snow operations.

In conjunction with the Director, develop, manage and monitor annual department operating budget and capital improvement plan.

Provide assistance to all division superintendents and coordinate with the Equipment Foreman on equipment specifications and supporting documentation.

Interact with vendors and Town Chief Procurement Officer. Prepare capital expense requests and all purchase order requests.

Serve as department liaison to other town departments and the general public. Respond to questions, concerns and inquiries. Coordinate division operations to respond to project requests from various departments.

Serves as a department liaison to various Town Committees and Boards as well as serving as the DPW liaison for special projects.

Responsible for the preparation and/or review of a variety of records and reports. Assist in the preparation of articles for inclusion in the Town Report.

Attend and participate in a variety of committee meetings and other related activities including the Capital Expenditures Committee. Interact with a variety of external agencies including New England Water Works, Massachusetts Highway Association and American Public Works Association in the performance of position responsibilities.

Oversees the snow removal operations. Maintain on-call status during hurricanes, water breaks and other weather related emergency situations. Be a member of the on-call rotation for after hours calls.

Provides general oversight of the Department's Safety Program.

QUALIFICATIONS

Experience and Training Guidelines

Bachelor's degree in related field (i.e. civil engineering or public administration), and five to seven (5-7) years of increasingly responsible municipal public works experience, including two (2) years of administrative and supervisory responsibility; or any equivalent combination of education and experience.

Knowledge of:

Operations, services and activities of comprehensive public works programs.

Operation and use of vehicles and motorized equipment relevant to DPW operations.

Principles and practices of civil engineering, public administration and municipal public works, program development and administration, municipal budget preparation and administration, supervision, training, and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Lead and direct the operations, services and activities of the Public Works Department; develop and administer departmental goals, objectives and procedures; select, supervise, train and evaluate staff; plan, organize, direct and coordinate the work of lower level employees; delegate authority and responsibility.

Identify and respond to community and Town Council issues, concerns and needs. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research and evaluate new service delivery methods and techniques.

Communicate clearly and concisely, both orally and in writing; prepare clear and concise administrative and financial reports

Establish and maintain effective working relationships with those contacted in the course of work.

Interpret and apply civil engineering standards, requirements and specifications as well as Federal, State and local policies, laws and regulations.

Maintain physical condition which permits:

- *walking, standing or sitting for extending periods of time*
- *operating office equipment including computer, copier and telephone*
- *traveling to various work locations*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *reading and writing*
- *answering questions*
- *speaking in a clear and audible voice*
- *traveling to various work locations*
- *monitoring activities and operations*
- *effectively working with numbers*

Maintain mental capacity which permits:

- *making sound decisions and using good judgment*
- *demonstrating intellectual capabilities*
- *evaluating the effectiveness of programs and personnel*
- *recommending effective policies and procedures*
- *prioritizing and assigning work activities*
- *analyzing and interpreting data and trends*
- *performing complex mathematical and statistical computations*
- *communicating clearly*
- *responding to questions*
- *estimating time and materials needed for projects*

Effectively handle a work environment and conditions which involve:

- *working closely with others*
- *field and office work*

TOOLS AND EQUIPMENT USED

Personal computer (including word processing, spreadsheet, database, slideshow presentation, GIS, and budgeting software) and general office equipment (e.g., telephone, copier, facsimile); non-motorized tools and equipment (e.g., hand tools, measuring wheels and tape measures); and electronic equipment (e.g., camera, mobile radio); Class D motorized vehicle (passenger car).

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk, hear, sit, stand, walk, drive a motor vehicle during work hours, and apply significant manual dexterity or hand eye coordination. The employee is occasionally required to lift and carry up to thirty (30) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in office and field settings. In performing the duties of this job, the employee is regularly exposed to weather extremes, loud noise, and moving mechanical parts.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPLICATION PROCESS

All applicants are required to complete a Town application form with a cover letter and resume. The application is available from the Internet at www.lexingtonma.gov, emailing jobs@lexingtonma.gov, calling (781) 698-4590 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

Applicants will be required to undergo a pre-employment physical and drug screening prior to appointment.

<p>Applications and resumes must be received in the Town's Human Resource Department by Friday, May 6, 2016</p>
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The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4590
